

## Training Prep Guide and Site Specific Information Respirable Crystalline Silica Safety Program #16-077

This document is provided as a supplement to assist the trainer in preparing for the training session. It contains suggestions for the trainer as they prepare to hold training sessions. It also contains site-specific information pertaining to the training session on *Respirable Crystalline Silica*. This includes information and details specific to your company or location. Since this information is specific, it cannot be included on the DVD training video. The information contained in this guide is not mandatory but meant to be a resource tool for the trainer. Not all information or suggestions will be applicable to every setting or training session. Use it as a guide and change, add or delete as you deem necessary for your training needs.

### **Equipment**

The following is a list of equipment and materials that can be used for training your employees. Be sure to print out enough of your handouts to cover all trainees.

- DVD player and monitor
- Overhead projector, slides and screen
- Computer for PowerPoint presentation
- Flip-chart and markers
- Employee Log-in sheets
- Handouts (company policy, topic outlines, quizzes, informational sheets, etc)

### **Pre-training prep**

It is important to spend some time preparing for the training session before the trainees arrive. If possible, set-up the day before and test the equipment to make sure everything will work properly and the training session run smoothly. Here are some things you can do to prepare.

- Arrive early.
- Arrange the room so everyone can see the screen.
- Set up your equipment and try it out. You want to know about any audio-visual equipment problems before you start.
- Review all handouts, videos or other training materials before you conduct your training.
- Relax. Take time to visit with the trainees as they enter the room and throughout the day. Making connections with them will make it easier to talk to them during the training sessions. They will also be more comfortable to ask questions and discuss various aspects of the training material.
- Inform trainees of the location of the sign-in sheets, restrooms, water fountain, snack area and other key locations.
- Review your expectations regarding cell phone use, breaks, snacks and other possible things which might interrupt the training session.

- Have handouts ready to be distributed to everyone. Each person should receive a copy of the company policy regarding the training topic. Many organizations require a signed form acknowledging they have received a copy of the policy.

### **Trainer instructions**

As the trainer, you should educate yourself on various aspects of the company and their policies before the training session. Be prepared to answer questions and/or give directions to the trainees. Below are some Site Specific areas to be aware of.

- **Company Policy.** Familiarize yourself with each component of the organization's Respirable Crystalline Silica Policy and be prepared to answer questions about it. Be ready to answer questions regarding Table 1, other methods of compliance, medical surveillance, respiratory protection, and other related topics.
- **Locations.** Learn the location and contact info of various departments within the company such as the Human Resource Dept, Health and Safety Office, Records Dept. and other areas.
- **Contact Persons.** Know the names or positions of various persons within the organization and how the trainees can make contact with these persons. People include safety personnel, supervisory personnel, HR personnel, CPR certified personnel and medical emergency response personnel. Find out who performs the job duties of the competent person. Other personnel specific to this topic may also need to be known.
- This training topic makes reference to other safety topics and company policies. You should also be familiar with the company's policies on Hazard Communications, Respirator Safety and PPE.
- Be familiar with the OSHA standards regarding respirable crystalline silica and be prepared to answer questions regarding the standards and where to find those answers.

Additional site-specific information may be required. Please be familiar with the subject matter and be ready to answer questions. It is always important the trainer be experienced and knowledgeable about the various subjects and understands how the company's *Respirable Crystalline Silica* written exposure control plan is implemented in their specific workplace or area.



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